

- Obtain unique document identification number, DCF number, and/or revision indicator from RMRS Document Control.
- Complete RMRS Document Control Distribution List Form (Appendix 7) for each controlled document, change, or revision, as necessary.
- Ensure documents meet records acceptance criteria stated in 1-V41-RM-001, Records Management Guidance for Records Sources.
- Determine need for a classification review. (See Kaiser-Hill Directive CAHW-001-96, Release of Information and Documents, which can be found in the RMRS Model Office.)
- Ensure appropriate safety reviews are performed for technical procedures.
- Provide master document, Document History File (DHF), and electronic copy of document to RMRS DC for processing and maintenance.
- Ensure that documents under their cognizance are changed, revised, superseded, or cancelled when needed.
- Evaluate new controlled documents, changes, or revisions, as stated on the monthly Document Control Announcement, to determine impacts to operations and identify any necessary training.
- Ensure identified personnel are aware of and understand the requirements of this procedure.
- Ensure controlled documents are reviewed periodically to ensure continued adequacy, accuracy, changes in requirements, and consideration of human factors.

4.2 RMRS Document Control (DC) (functional title)

- Assign, log, and track controlled document numbers, changes, revisions, and DCF numbers.
- Issue and maintain RMRS controlled documents.
- Remove superseded or cancelled documents from service.
- Input controlled document information and controlled distribution lists to the RFETS PADT database, when notified by Site Document Control of availability.
- Ensure the maintenance and protection of current document/revision and DHFs, and transmit to RMRS Records Center when document is revised, superseded, or cancelled. (*Note: Documents related to the Waste Isolation Processing Plant [WIPP] Project shall be transmitted to the Waste Records Center.*)
- Prepare document or binder covers, if appropriate.
- Provide monthly Document Control Announcement of controlled document activity to RMRS managers.
- Participate in periodic assessments by the Integrated Management Contractor (IMC) Records, Documents, and Administrative Services, including resolution to any corrective actions required.

4.3 Controlled Copyholders (functional title)

- Receive and acknowledge approved controlled documents and update documents when changes or revisions are issued.

4.4 RMRS Records Center (functional title)

- Index and maintain previous controlled document revisions and DHFs.
- Transmit records to Site Records Management for archival.

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5.0 INSTRUCTIONS

5.1 Identify Controlled Documents

RMRS Managers identify RMRS documents within their respective organization that are to be controlled. (Refer to Controlled Document definition above, and RMRS Controlled Document Type List, Appendix 1.)

5.2 Prepare, Review, and Approve Controlled Documents

Responsible Manager

- (1) Determine the need for a document, change, or revision and prepare document in accordance with QA-05.01, Preparation and Control of RMRS Documents.
- (2) Initiate document using the RMRS Controlled Document Checklist, Appendix 2. (Becomes part of the DHF when completed.)
 - For changes to WIPP documents, the Responsible Manager shall identify the changes, the reason for the changes, and the justification for concluding that the revised contents continue to satisfy the requirements of the WIPP Quality Assurance Program. A section has been added to the checklist to accomplish this requirement.
- (3) Complete the Document Control Distribution List form (Appendix 7) for each controlled document, including changes and revisions to existing documents, and verify or amend, as appropriate.
- (4) Obtain classification review, if appropriate.
- (5) Obtain safety screening/reviews in accordance with RMRS QA-05.01, Preparation and Control of RMRS Documents.
- (6) Responsible Manager and the RMRS DC staff establish an effective date for the document. (Effective dates must be established with sufficient time to allow for training and for RMRS DC to process the document. **The effective date may not precede the date the document is issued.**)

Note: Documents are issued in the order received by DC.

5.3 Control Process

Note: Logs maintained electronically have a process to ensure daily backup.

RMRS DC

- (1) Provide document identification numbers, revision numbers and DCF numbers from Document Control Log(s).
- (2) Verify document and DHF contents against Receipt Acceptance Criteria (Appendix 3).
- (3) Prepare document or binder covers, if appropriate.
- (4) Assign each copyholder a copy number.
- (5) Prepare Document Transmittal Acknowledgment Notice (DTAN), Appendix 4, and instructions.
- (6) Develop or update a Table of Contents, if appropriate.
- (7) Stamp document copies with a red ink CONTROLLED COPY stamp and write in copyholder number.
- (8) Distribute document with the DTAN and instructions to identified copyholder.
- (9) Update and maintain Document Control Log(s) and databases. The Log(s) and databases may be in electronic or hard copy form and will contain:
 - document number and title
 - originating organization and responsible manager
 - change date or revision number

- controlled copyholder list
- date issued, and
- periodic review date.

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- (10) Maintain current master controlled document, disk copy, and current DHF in one-hour fire rated cabinets.
 - (11) When revised, superseded, or cancelled, forward document or previous revision, as applicable, and DHF to RMRS Records Center for protection and subsequent disposition. Documents related to the Waste Isolation Processing Plant (WIPP) Project shall be transmitted to the Waste Records Center.
 - (12) When notified by Site Document Control of availability, input controlled document information and controlled distribution lists to the RFETS Procedure and Document Tracking (PADT) database to provide a single point of reference for all active controlled documents at RFETS.

5.4 Copyholder Receipt of Controlled Documents

Controlled Copyholder

- (1) Sign and date the DTAN to acknowledge receipt of the document and compliance with instructions.
- (2) Follow all instructions on the DTAN, including removal and destruction of superseded or cancelled documents.
- (3) Return the DTAN to the RMRS DC **within the time specified**.

5.5 Receipt Follow-up

RMRS DC

- (1) If a copyholder does not acknowledge receipt of the controlled document with the time specified, issue a 2nd Notice (Appendix 5).
- (2) After an additional ten working days, notify the copyholder and the copyholder's manager that the copyholder has been removed from controlled distribution, and request return of the controlled copy.

5.6 Changes in Controlled Distribution

- (1) Controlled Copyholder should notify RMRS DC of changes in location, or when they no longer need a controlled document.
- (2) Responsible manager should notify RMRS DC of changes in controlled copyholder status such as transfer or termination.

5.7 Document Copies

11/26/99 | Requests for copies of controlled documents are made by completing the Document Control Copy Request Form (Appendix 8). Copies of controlled documents not used to perform work are stamped INFORMATION ONLY and are not subject to updates.

5.8 Disposition of Controlled Documents

Note: Copyholder may retain cancelled or obsolete document for information only provided the document is marked "Information Only." Work may not be performed to Information Only, Cancelled, or Superseded procedures.

- (1) Responsible Manager notifies RMRS DC of changes in the status of a controlled document by completing and forwarding a Guidelines for Procedure Disposition form (Appendix 6).
- (2) RMRS DC notifies all copyholders of cancelled, inactive, or superseded documents with appropriate instructions on a DTAN.

RMRS Records Center

- (3) Disposition controlled documents and DHFs as required.

5.9 Distribution of Document Control Announcement**RMRS DC**

- (1) By the 10th day of each month, prepare a Document Control Announcement listing the previous month's activities relating to all new RMRS documents, changes, and revisions to documents, including K-H documents maintained in the RMRS Model Offices.
- (2) Prepare a DTAN and distribute the DTAN and Document Control Announcement to RMRS managers.

RMRS Managers

- (3) Sign and date the DTAN to acknowledge receipt of the document and compliance with instructions to evaluate new controlled documents, changes, or revisions, determine impacts to operations, and identify any necessary training.
- (4) Sign and return the DTAN to the RMRS DC within the time specified.

5.10 Periodic Review of Documents**RMRS Managers**

- (1) Identify periodic review frequency as follows:
- 1 year – Emergency Preparedness procedures
 - 3 years – Procedures that potentially affect system Category 1, 2, or 3 functions as defined in the Nuclear Safety Manual
 - 4 years – All other documents
 - Any time an inactive procedure is reactivated
- (2) Perform periodic reviews, as required, and forward documentation of review to RMRS DC for the DHF. (May use Guidelines for Procedure Disposition form, Appendix 6, to document review and any resulting actions.)

RMRS DC

- (3) Track periodic review dates and notify responsible manager when periodic review is due.
- (4) If documentation of review has not been completed and received by RMRS DC within 90 days of notification, RMRS DC may place the document in inactive status and recall all controlled copies.
- (5) If periodic review is not completed within 30 days of inactivation, RMRS DC may initiate cancellation of the document.

6. RECORDS PROCESSING INSTRUCTIONS

Note: If a controlled document is related to CERCLA activities, provide copy of Controlled Document, changes and revisions to the Administrative Record Coordinator.

The following documents are initiated, processed or maintained as a result of this procedure and shall be processed as follows:

Record Identification	Record Type Determination	Protection / Storage Methods	Processing Instructions
<p>Documents related to WIPP/LL/LLM : Controlled Document and Revisions; Document History File (DHF)</p> <p>Note: Completed Document Transmittal Acknowledgment Notice (DTAN), and Document Inquiry/Second Notice are placed in DHF.</p>	In-Process WIPP/LL/LLM Quality Assurance Record	Document Control maintains current document/revision and DHF in one-hour fire rated cabinets until revised.	<p>Continue prescribed processing of document(s)</p> <p>Once revised, transmit previous revision and DHF to the Waste Records Center, per 1-PRO-077-WIPP-005, within six months.</p>
<p>Documents related to WIPP/LL/LLM : Controlled Document and Revisions; Document History File (DHF)</p> <p>Note: Completed Document Transmittal Acknowledgment Notice (DTAN), Document Inquiry/Second Notice, and Guidelines for Procedure Disposition are placed in DHF.</p>	WIPP/LL/LLM Quality Assurance Record	While active, Document Control maintains current controlled document and DHF in one-hour fire rated cabinets.	Within 6 months after document is superseded or cancelled, Document Control transmits controlled document and DHF to the Waste Records Center, per 1-PRO-077-WIPP-005.
<p>Documents <u>not</u> related to WIPP/LL/LLM : Controlled Document and Revisions; Document History File (DHF)</p> <p>Note: Completed Document Transmittal Acknowledgment Notice (DTAN), and Document Inquiry/Second Notice are placed in DHF.</p>	In-process Quality Assurance Record	Document Control maintains current document/revision and DHF in one-hour fire rated cabinets until revised.	<p>Continue prescribed processing of document(s)</p> <p>Once revised, transmit previous revision and DHF to RMRS Records Center in accordance with RM-06.02, Records Identification, Generation and Transmittal.</p>
<p>Documents <u>not</u> related to WIPP/LL/LLM : Controlled Document and Revisions; Document History File (DHF)</p> <p>Note: Completed Document Transmittal Acknowledgment Notice (DTAN), Document Inquiry/Second Notice, and Guidelines for Procedure Disposition are placed in DHF.</p>	Quality Assurance Record	Document Control maintains current controlled document and DHF in one-hour fire cabinets. Within 90 days after document is superseded or cancelled, Document Control transmits controlled document, revisions and DHF to RMRS Records Center, in accordance with RM-06.02, Records Identification, Generation and Transmittal.	Within one year of the date of cancellation, the RMRS Records Center retrieves all files related to the document and transmits the record package to Site Records Management in accordance with 1-V41-RM-001.

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7. REFERENCES

- 7.1 DOE Order 414.1, Quality Assurance
- 7.2 10 CFR 830.120, Quality Assurance Requirements
- 7.3 RMRS-QAPD-001, RMRS Quality Assurance Program Description
- 7.4 1-MAN-001-SDRM, RFETS Site Documents Requirements Manual
- 7.5 RMRS QA-05.01, Preparation and Control of RMRS Documents
- 7.6 1-V41-RM-001, Records Management Guidance for Records Sources
- 7.7 MAN-063-DC, RFETS Document Control Program Manual
- 7.8 Kaiser-Hill Directive CAHW-001-96, Release of Information and Documents

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APPENDIX 1

CONTROLLED DOCUMENT TYPE LIST

Following is a list of documents to be controlled by the RMRS Document Control staff. These documents include, but are not limited to:

- Categorical Exclusions
- Closure Plans
- Contractor Plans
- D&D Plans and Final Reports
- Data Management Plans
- Decision Documents
- Feasibility Study
- Field Sampling Plan
- Geologic Characterization Plans
- Geotechnical Procedures
- Groundwater Monitoring Plans
- Guidance Documents
- Hazardous Substance List (at management discretion)
- Health and Safety Plans
- Health Effects Assessment Summary Tables
- Instruction
- Log Books
- Management Directive
- Management Plan
- Manual
- Monitoring, Analysis, and Testing Plans
- Operating and Maintenance Manuals
- OU Work Plan
- Policy
- Procedure
- Procurement Requirements
- Project Management Plans
- Quality Program Plan
- Quality Assurance Program Description
- RCRA Facility Investigation Work Plan
- RCRA Feasibility Study
- Remedial Investigation Report
- Remedial Investigation/Feasibility Study
- Safety Plan
- Sampling and Analysis Plans
- Technical Reports
- Test Plans
- Training Implementation Manual
- Training Manual
- Training Implementation Plans
- Well Abandonment Plans
- Work Plan and support documents (as appropriate)

APPENDIX 2

RMRS CONTROLLED DOCUMENT CHECKLIST

This checklist is intended to expedite the process for controlling internal RMRS documents. For documents containing Site-level requirements, or used by organizations other than RMRS or its subcontractors, users refer to the RFETS Site Documents Requirements Manual (SDRM) for instructions.

Responsible Manager _____

Print

Signature

Date

Organization/Program _____

Writer/Originator _____

Phone _____		Pager _____		Print _____	Signature _____	Date _____
Building _____		Building _____				

Quality Assurance Reviewer: _____

Print Signature Date

Document Type (✓ one) ☐ Policy ☐ Management Directive ☐ Manual ☐ Procedure ☐ Instruction
☐ Technical Standard ☐ Other (if other, specify type) _____

Note: The document title shall include the building number/name, if the document is specific to a building. Include the program, if the document applies to a specific program.

☐ **New Document (Revision 0)**

Document Number (Obtain from Document Control, X5430)

Title	Date	Time	Location	Weather	Wind	Temp	Humidity	Pressure	Visibility	Clouds	Precip	Remarks
1	2018	10:00	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000

☐ **Total Revision *** Existing Document Number _____

Title	Author	Editor	Reviewer	Date	Status
[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]
[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]
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[Empty]					

☐ Obtain electronic copy from Document Control, X5430

☐ New Revision No. _____
(Obtain from Document Control, X5430)

☐ **Page Change*** Existing Document Number _____

Title	Author	Year	Journal	Volume	Issue	Page
1. The Effect of the 1997 Asian Financial Crisis on the U.S. Economy	John H. Coatsworth	1998	Journal of International Economics	50	1	1-15
2. The Impact of the 1997 Asian Financial Crisis on the U.S. Economy	John H. Coatsworth	1998	Journal of International Economics	50	1	16-30
3. The Effect of the 1997 Asian Financial Crisis on the U.S. Economy	John H. Coatsworth	1998	Journal of International Economics	50	1	31-45
4. The Impact of the 1997 Asian Financial Crisis on the U.S. Economy	John H. Coatsworth	1998	Journal of International Economics	50	1	46-60
5. The Effect of the 1997 Asian Financial Crisis on the U.S. Economy	John H. Coatsworth	1998	Journal of International Economics	50	1	61-75
6. The Impact of the 1997 Asian Financial Crisis on the U.S. Economy	John H. Coatsworth	1998	Journal of International Economics	50	1	76-90
7. The Effect of the 1997 Asian Financial Crisis on the U.S. Economy	John H. Coatsworth	1998	Journal of International Economics	50	1	91-105
8. The Impact of the 1997 Asian Financial Crisis on the U.S. Economy	John H. Coatsworth	1998	Journal of International Economics	50	1	106-120
9. The Effect of the 1997 Asian Financial Crisis on the U.S. Economy	John H. Coatsworth	1998	Journal of International Economics	50	1	121-135
10. The Impact of the 1997 Asian Financial Crisis on the U.S. Economy	John H. Coatsworth	1998	Journal of International Economics	50	1	136-150

Obtain electronic copy from Document Control, X5430

☐ Change bar and effective date noted in margin

Pages Affected: _____

*The following information is required for revisions and/or changes to WIPP documents.

☐ Identify the revisions or changes and reason for the changes:

Periodic Review (Check One)
(For new or revised procedures)

☐ 1 yr. - Emergency Preparedness Procedure
☐ 3 yrs. - Potentially affects system Category
 1, 2, or 3 function

☐ 4 yrs. - All other documents
☐ Inactive procedure is reactivated

☐ Classification Review Obtained

☐ Classification Review not applicable

☐ Justification for concluding that the revised contents continue to satisfy the requirements of the Quality Assurance program:

APPENDIX 2 (Continued)

RMRS CONTROLLED DOCUMENT CHECKLIST (Continued)

DOCUMENT HISTORY FILE (DHF)

- ☐ Copy of NCR when procedure revision or change impacts a WIPP requirement. ☐ Not Applicable.
- ☐ Draft of document or changes
- ☐ Review Comment Sheets distributed to reviewers (Include list of reviewers in DHF.)
- ☐ Comments resolved and endorsement received (Include memo in DHF if all comment sheets are not returned.)
- ☐ Original Review and Comment Sheets with signatures submitted for DHF. Redlined comments must identify reviewer.
- ☐ Safety Determinations (Documentation required for technical documents, i.e., manuals, standards & procedures.)
- Prescreen / SES / USQD Number _____ ☐ Excluded (Procedure Categorical Exclusion From SES Review Process form required)
- Independent Safety Review Meeting Date _____ ☐ Excluded (Procedure/Document Requiring Independent Safety Review form Required)
- ☐ Documentation of Verification & Validation (for technical procedures) ☐ Not Applicable.
- ☐ Document Approval & Effective Date Obtained (approval cover sheet or other approval documentation, and designation of responsibility letter, if appropriate)
- ☐ WCF, JHIT/JHA (for technical procedures) ☐ Not Applicable
- ☐ Controlled Distribution List prepared, verified, or updated by responsible manager.
-
- ☐ Transmit master document, electronic copy, and DHF to RMRS DC
- _____ Effective Date (Effective date may not precede issue date. Allow time for training & distribution by RMRS DC.)
-

Received by RMRS Document Control _____ Date Issued _____

Sign

Date

APPENDIX 3
RECEIPT ACCEPTANCE CRITERIA

Document Control personnel shall review controlled documents for the following criteria prior to their release:

- ☐ Unique identification number is assigned and on every page
- ☐ Revision indicator, if applicable, is correct
- ☐ Approval signature(s) are present and correct
- ☐ RMRS document, change or revision is accompanied by completed Document Control Checklist.
- ☐ Change bar dated for all page changes.
- ☐ Completed Patent Clearance Form, if applicable.
- ☐ Completed Security Classification Authorization signature, if applicable.
- ☐ Completed Safety reviews exemption or concurrence, if applicable. Documented evidence of screening activities Or exemption determination is required for all technical procedures.
- ☐ Controlled distribution list or update is provided.
- ☐ Document owner is designated
- ☐ The attached cover/approval sheet is correct for the document type.
- ☐ All pages, as stated, are included and correct.
- ☐ Written/typed documents are legible, reproducible, with imaging quality as follows:
 - ☐ Clear and distinct image of the characters or pictorial information on the recording medium (paper) must be formed.
 - ☐ Prepared in indelible medium, preferably black ink against a light background. (Pencil lead is not acceptable.)
 - ☐ Contains no correction fluid or correction tape of any type.
 - ☐ Information is not scratched out or obliterated or other extraneous information hand written on the document.
 - ☐ Text is not obliterated with stamps or other marks.
 - ☐ No portion of any page shall be missing due to tearing or folding of record edges that may obliterate recorded information.

NOTE: If the document does not meet the above criteria, do not accept the document; return the document to the identified owner for correction.



APPENDIX 4
(SAMPLE ONLY - GENERATED ELECTRONICALLY BY RMRS DC)

**Document Transmittal Acknowledgement Notice****1st Notice**

Name: Company: Bldg: Phone:	Copy Holder ID:	Sent by: RMRS DOCUMENT CONTROL Building 116 Kathy Manzanares Ph: (303) 966 - 5430 FAX: (303) 966 - 4641
--------------------------------------	-----------------	---

If you do not need or want the document(s) noted below, please write your cancellation request below the instructions and return the entire package to RMRS Document Control, Building 116.

The documents being transmitted to you are:

Document No.	Rev.	Document Title
--------------	------	----------------

Document Type:

Instructions:

Signing this Document Transmittal Acknowledgement Notice (DTAN) indicates you have received the document(s). Please sign the DTAN and return it. If cancelling, sign the DTAN after noting your request and return the entire package to RMRS Document Control in Building 116 by _____

Copy Holder Signature

Date

APPENDIX 5
(SAMPLE ONLY - GENERATED ELECTRONICALLY BY RMRS DC)

**Document Transmittal Acknowledgement Notice****2nd Notice**

<p>Copy Holder ID: _____</p> <p>Name: _____</p> <p>Company: _____</p> <p>Bldg: _____</p> <p>Phone: _____</p>	<p>Sent by: RMRS DOCUMENT CONTROL Building 116 Kathy Manzanares Ph: (303) 966 - 5430 FAX: (303) 966 - 4641</p>
--	--

Our records indicate that we have not received receipt acknowledgment for the documents transmitted to you on _____. Please sign below to verify receipt of documents OR notify RMRS Document Control if you did not receive the documents.

Signed acknowledgment must be received within 14 days of the date of transmittal. Failure to respond to either the initial Document Transmittal Acknowledgment Notice (DTAN) or this 2nd Notice will result in cancellation from controlled distribution of this document(s).

The documents being transmitted to you are:

Document No.	Rev.	Document Title
_____	_____	_____

Document Type: _____

Instructions: _____

Returning the Document Transmittal Acknowledgement Notice is required within 14 days of transmittal of the document(s) noted above. Please sign and return this notice. If cancellation of the document is needed, note your request, sign the notice and return it to RMRS Document Control in Building 116 by _____

Copy Holder Signature

Date

APPENDIX 6



GUIDELINES FOR PROCEDURE DISPOSITION

Follow the instructions on the back and use the choices below as a guide to assist in disposition of the following procedure:

Procedure Title _____

Procedure Number _____ Rev. No. _____

Maintain _____ ☐ Procedure is adequate as written. ☐ Procedure requires revision.

Procedure is presently needed to implement a contractual requirement or driver; or needed for current mission; or needed to operate existing equipment; or needed to perform an activity.

Inactive _____

The need for this procedure is indeterminate or unknown.

Cancel _____

The process or activity controlled by this procedure has been terminated or completed. (Cancellation of this procedure does not impact any facility or activity Authorization Basis.)

Supersede _____

Procedure is replaced by _____

Responsible Manager Print Name Sign Name Date

Reactivate the procedure. _____ A periodic review SHALL be performed.

PRINT/SIGN/DATE BELOW TO REACTIVATE FROM INACTIVE STATUS

Responsible Manager Print Name Sign Name Date

INSTRUCTIONS

1. The Responsible Manager determines what action SHOULD be taken with procedures in his/her area of responsibility based on the criteria guidelines on this form.
2. The Responsible Manager determines the impact (DOE Order, contractual, regulatory, 10 CFR 830.120, CFR 835, etc.) by contacting any company or organization that may be affected by canceling or placing a procedure in an inactive status.
3. The Responsible Manager fills out the form completely.
4. If determination has been made to maintain or inactivate the procedure, the Responsible Manager forwards this form to RMRS Document Control in Building 116 to be placed in the Document History File (DHF).
 - a. Responsible Manager maintains the procedure by following the revision or change process in accordance with RMRS QA-05.01, Preparation and Control of RMRS Documents, and RMRS-DC-06.01, Document Control Program.
 - b. Document Control notifies the controlled copyholders of any procedures placed in an inactive status. There will be a 30-day waiting period from the date of the Responsible Manager's signature before the procedure is pulled from the controlled copyholder's files. This allows any impacted holder to contact the Responsible Manager and stop the process. A listing of procedure changes is available from RMRS Document Control.
5. If determination has been made to cancel the procedure, the Responsible Manager completes this form, including attesting to the cancellation not impacting any facility or activity Authorization Basis (AB).

APPENDIX 7

**DOCUMENT CONTROL
DISTRIBUTION LIST**

DOCUMENT NUMBER: _____

DOCUMENT TITLE: _____

To be distributed to the following:

Model Office ☐ Yes ☐ No

NAME	ORGANIZATION/ PROGRAM	EXTENSION	LOCATION

Forward completed distribution list to RMRS Document Control, Bldg. 116, Fax 4641

APPENDIX 8

Rocky Mountain
Remediation Services, L.L.C.
*protecting the environment***DOCUMENT CONTROL
COPY REQUEST FORM**

DOCUMENT NUMBER: _____

DOCUMENT TITLE: _____

Requestor Name: _____ Organization: _____

NAME (Last, First, MI)	COMPANY	PHONE/ PAGER	BLDG./ LOC.	ORGANIZATION/ PROGRAM

Justification for placement on Distribution List: _____

APPROVAL:

Manager/Supervisor: _____ Date: _____

Forward completed form to RMRS Document Control, Bldg. 116, Fax 4641